

~~CONFIDENTIAL~~
Communication 2
Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 14 April 1951

FROM : Chief, Administrative Services

SUBJECT: Personal Mail

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For security, operational and administrative reasons, as stated in my memorandum of 9 February 1951 and that of [REDACTED] of I & SO of 2 April 1951, it is suggested that you consult with the Deputy Director (Mr. Jackson), for the purpose of having him rescind his instruction of 29 January 1951 relative to delivering all personal mail to the addressees unopened, and substitute in lieu thereof an instruction along the following lines:

That all mail be opened in the Mail and Courier Section, except mail which is deemed by that Section to be personal mail which should continue to be delivered to the addressees unopened.

In arriving at their conclusion, the Mail and Courier Section should be instructed to resolve all cases of doubt in favor of unopened personal mail.

Each Assistant Director should be given the privilege of directing that any mail addressed to him personally or to anyone working in his office be continued to be delivered to the addressee unopened. When such a directive is given by an Assistant Director, he should fully understand that he is assuming full responsibility for all ~~security~~, operational, and administrative questions.

The above instructions would not relate to mail addressed to personnel working in the Administration Building or to those in the Offices of PC and SO. Such mail was, is, and will continue to be delivered to the respective registries for disposal at those points in accordance with the instructions of the officials controlling such registries.

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